



Frequently Asked Questions

2009 Learn & Serve Indiana RFP

CHOOSING OPTION A (School Building) OR B (School Corporation)

1. I understand the 25% rule as it deals with Building Grants (Option A), but our building wants to apply even though we know that our corporation is applying for Option B. We have no way of knowing if either will receive funding, can we submit proposals for both Option A & B?
 - No, you must choose Option A (School Building) or B (School Corporation). If proposals are sent in from a school corporation for A and B then only Option B will be scored.
2. How can we describe our SL programs when we want the students to decide the needs in our community as well as initiate the activities?
 - Explain in as much detail as possible methods and tools that will be utilized to allow students to initiate, plan, and implement the service-learning activities. For instance how will the teachers serve as facilitators but at the same time help students understand their roles and responsibilities? Address your plans to encourage youth voice and also address academic and curriculum goals.

FUNDING

1. Can the funds be used to pay for substitute teachers?
 - Yes, funds may be used to pay for substitute teachers if the classroom teacher is engaged in service-learning related activities.
2. Can the personnel stipend be used for materials or training IF our corporation would rather grant extra prep time to the person serving as the Service-Learning Coordinator?
 - Yes, if the corporation would rather grant an extra prep time to the Service-Learning Coordinator then the 20% can be spent on materials or training only.

MINI GRANT FUNDING

1. Do teachers have to be trained before applying for mini-grant funds?
 - Yes, teachers must participate in an on-site regional workshop, the Summer Service-Learning Institute, or an online Moodle training.

2. Can clubs apply for funding if the participants are meeting standards or are part of a school-wide initiative?

- No, clubs and after-school activities may not apply for funding. Funds are for those projects implemented within the classroom setting.

PERSONNEL: SERVICE-LEARNING COORDINATOR

1. How much time is required of a Service-Learning Coordinator? And of a Lead Teacher?

- The time commitment varies depending on the month. Generally SLC's are busier during the months when mini-grant proposals and reports are due. One of our currently funded corporations hired an individual, on a part-time basis, to coordinate their service-learning program. In general the time commitment is between 2-15 hours per week depending on the involvement the SLC chooses to have with the projects and support of the teachers.

2. What are some of the duties of a SLC?

- The Service-Learning Coordinator (SLC) serves as the main contact for the service-learning program within each corporation. Roles and responsibilities of the SLC include, but are not limited to:
 - Ensuring that the program meets grant compliance, including all required reporting
 - Coordinates logistics for training including: time, food, place, community partners, materials
 - Liaison between Service-Learning Technical Advisor and school corporation
 - Promotes and disseminates info throughout the school corporation and community
 - Provides day-to-day assistance for program and mini-grantees

REPORTING

1. What reporting is required of this grant?

- The SLC and Lead Teacher will be responsible for submitting a LSI Mid-Year Report, completing the online Federal LASSIE report and End of Year Fiscal Report. In addition, all participants are asked to complete the online pre and post assessments for Learn and Serve Indiana.

TRAINING/TECHNICAL ASSISTANCE

1. If we cannot participate in the June 10-11 Summer Institute can we participate or schedule for a later date?
 - No, you must be available to attend the June trainings dates.
2. What support system exists for new grantees beyond the initial training? Online resources?
 - Learn and Serve Indiana, in conjunction with the Indiana Department of Education, contracts Service-Learning Technical Advisors (SLTA) to provide training and technical assistance. Each grantee is assigned a SLTA at the start of their funding cycle. The SLTA serves as the first contact to the Service-Learning Coordinator (SLC), and is essentially the liaison between the School Corporation and Learn and Serve Indiana.